

Professional Summary

Strong qualifications in complex website design and management, strategic internet marketing, and project development. Ability to quickly learn new software and teach computing skills to colleagues.

Education

Bachelor of Music in Performance - University of Southern California May 1998

Master of Fine Arts in Music Performance (candidate) – Mills College December 2006

Computer Skills

Advanced proficiency in all major Microsoft Office Applications on both Macintosh and Windows platforms . Designed, implemented, and managed small office networks and file sharing protocols. Client side corporate and private website design using Macromedia Studio 8 suite and Adobe CS3. Composed, recorded, and edited music for television commercials and full-length albums using, Digital Performer, Protools, Peak, Ableton Live, and Logic Pro.

Career Experience

Reach and Teach: Daily City, CA November 2007 – Present

HTML/CSS and web production design assistant.

Transforming graphic design of webpages into HTML. Set visuals interface using CSS and JavaScript.

- Working with lead web developer Derrick Kikuchi on design elements for ongoing projects.
- Structuring HTML using CSS and JavaScript.

Software used: Dreamweaver CS3, Fireworks Studio 8, Photoshop CS3.

Tikkun Magazine/Tikkun Community: Berkeley, CA March 2005 – November 2007

Assistant to the Editor and Member Services

Restructured and streamlined administrative office protocol and database of 35,000 members, subscribers, and authors for a mid-sized non-profit organization and large circulation magazine.

Co-organized and administrated four-day conference of 1500 people at University of California Berkeley in June 2005.

- Managed and maintained large internet based database.
- Trained office interns on Internet based and local customized office software.
- Assisted IT team and Webmaster in maintaining local network and company website.
- Supported Member Services with merging data, large scale mailing, HTML editing, building reports in Excel, composing email blasts, and all aspects of customer service.
- Organized and supervised volunteers for conferences and community events.
- Provided support for various administrative tasks

Software used: MS Word, MS Excel, Quark Express, Democracy in Action (online service), Donor Perfect Online.

Cryptogramophone Records: Los Angeles, CA December 2003 – December 2004

Assistant to Webmaster in charge of Data Management

Implemented and planned data management structure for IndieJazz.com. Expanded web-marketing department through strategic promotion of independent record labels and recording artists to major North American and European markets.

- Teamed with Webmaster in designing and maintenance of large back-end database for www.indiejazz.com.
- Collaborated with CEO, IT Team, and Webmaster on design of upload protocol and code formatting to facilitate smooth communication between user interface and back-end database.
- Planned and produced sound design for company website.
- Interpreted and processed large amounts of user data for marketing strategies, campaigns, and reports.
- Researched artist biographical information for formatting and upload to individual artist page on company website.
- Uploaded and managed data and sound files from remote locations in various markets.

Software used: Homesite 5, Deamweaver MX, MS Word, MS Excel. Peak Pro, Pro Tools.

References

Pete Catrrell – (510) 644-1200

Craig Wiesner and Derrick Kikuchi- (415)-586-1713

Mark Werlin – (415) 305-6467